

**Community Preservation Committee  
Meeting Minutes  
January 4, 2016**

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In attendance were:

Andrew Bengtson  
Mike Cayer  
David Levy  
Leslie Mayer  
JoAnn Robinson  
Clarissa Rowe  
Charles Tirone  
Eric Helmuth\*  
Richard Murray\*

\*Denotes those not in attendance

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- **Meeting Minutes**

Minutes for December 14<sup>th</sup>, 2015 were approved unanimously.

- **Status of Community Preservation Act Budget**

The Committee will have to figure out how to get a monthly accounting from the Treasurer's Office or Comptroller about the funds in the CPA. Clarissa Rowe and Eve Margolis will follow up on the proper procedure.

- **Administration Expenses for the CPC Committee**

The chair has explained the situation to the Town Manager about the bill from the IT Department and how it is impossible to access the CPC funds to pay the bill. He understood that the Committee has no funds to pay for the expense.

- **Community Preservation Plan**

The Subcommittee of Leslie Mayer, JoAnn Robinson and David Levy are working on their draft parts of the plan. They agreed to circulate the draft plan to the rest of the Committee by January 15<sup>th</sup> at the latest for comment. Comments on the Draft Plan will be received by Leslie Mayer by Monday, January 18<sup>th</sup> so that she can have a draft Plan ready for the January 20<sup>th</sup> Public Meeting. The draft plan will be available for the public at that meeting.

- **Community Preservation Projects Application**

Chuck Tirone and Michael Cayer presented their draft of the application which was accepted unanimously by the committee. There was a lengthy discussion of the wordings of the application, changes made to the draft and a consensus that the hard work of the Committee on this item was appreciated.

- **Press Release for the Public Meeting on January 20<sup>th</sup>**

Andrew Bengtson presented the press release draft which was unanimously accepted by the committee after some minor changes were made. Clarissa Rowe will send it to Joan Roman for distribution in the first week of January.

- **January 20<sup>th</sup> Pubic Presentation**

Andrew Bengtson presented a first pass at the presentation for the 20<sup>th</sup> that combined the Coalition's Stuart Saginor PowerPoint slides with some of the first steps that the Arlington Committee has made. It was decided that Clarissa, Andrew and Eric, when he is back in town, will meet to organize the presentation. The Communications Subcommittee will be in touch with the CPC about their speaking roles for the 20<sup>th</sup>. Mike Cayer mentioned that he is flying back to Boston that night so we should keep his role minimal so Chuck Tirone will present the application to the public.

- **Warrant Articles for Town Meeting**

Clarissa has submitted a place holder warrant article to the Town Counsel and the Selectmen's Office but the committee decided that there should be three warrant articles: the one submitted with the money amounts specified, and two more: one article should list the recommended projects, and the other one should be a warrant article asking Town Meeting to adopt the Community Preservation Plan. Clarissa will continue to work on these articles and will use Lexington's warrant articles as an example.

- **Additional Meetings for the CPC**

Four additional meetings were scheduled: March 14 for the presentations by applicants, March 28<sup>th</sup> for deliberations, April 11<sup>th</sup> for deliberations, and April 25<sup>th</sup> for any necessary last minute votes before the start of Town Meetings. All meetings will be at 7:00. All meetings will occur in our usual meeting room. (It turns out that the Selectmen's Hearing Room is not available for the March 14<sup>th</sup> presentations. If there are many applicants, we will seek a larger meeting room.)